



DISTRICT OF COLUMBIA PARKS AND RECREATION MANAGEMENT INTERNSHIP PROGRAM



PLACEMENT DESCRIPTIONS

The Department makes every effort to structure job assignments around each intern's particular professional interests, which prospective interns clarify during the application and interview phase. Interns are placed in a variety of divisions, from the Office of the Director to the Recreation Programs Office, and are involved in a range of projects and processes. Interns interested in general administration may assist with strategic planning, budget development and analysis, and policy research. Interns interested in recreation/leisure programming may assist with program design, implementation, and evaluation.

Interns work closely with experienced parks and recreation professionals who design assignments to utilize and grow the interns' skills and allow them to explore several different facets of parks and recreation management. Interns apply their knowledge and skills to real challenges faced by the Department in meeting the needs of constituents. All supervisors work diligently to ensure that requirements necessary for interns to receive academic credit are fulfilled. The following is a brief description of possible intern responsibilities and desired qualifications by division:

Office of the Director

Job Duties:

Attend and take minutes at senior staff meetings, city council hearings, community meetings, etc., and track progress of commitments/assignments made at those meetings on behalf of Director. Act as liaison between Director and various department divisions. Write correspondence for the Director's signature. Assist with special research projects and present findings and recommendations in writing to Director. Assist with project management responsibilities related to special Department initiatives. Assist with strategic and master planning.

Required/Desired Background:

Ideal for students majoring in parks and recreation management, public administration, public policy, business, or related fields, who are seeking broad exposure to high-level parks and recreation administration. Strong communication, analytical reasoning, and research skills are essential. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Office of the Chief of Staff

Job Duties:

Assist with partnership-building between the Department and both public and private entities. Assist with special research projects and present findings and recommendations in writing to the Chief of Staff. Assist with project management responsibilities related to special Department initiatives. Assist with projects and programs targeted to improving customer service, including developing, conducting, and analyzing user and non-user surveys. Assist with coordinating inter-governmental relations with such entities as DC Public Schools and City Council.

Required/Desired Background:

Ideal for students majoring in recreation/leisure studies, public administration, public policy, public relations, communications, business, or related fields. Strong communication, analytical reasoning, and research skills are essential. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Office of the Associate Director for Specialty Programs

Job Duties:

Assist with partnership-building between the Department and both public and private entities. Assist with curriculum and program development, research, data collection, planning, and evaluation related to cultural arts, early childhood, environmental education, senior citizen, and therapeutic recreation programming.

Required/Desired Background:

Ideal for students majoring in recreation/leisure studies, therapeutic recreation, fine arts, performing arts, human services, early childhood development, education, public administration, communications, or related fields. Strong communication, analytical reasoning, and research skills are essential, as well as knowledge of recreation programming principles and methods. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Office of the Associate Director for Recreation Programs

Job Duties:

Assist with partnership-building between the Department and both public and private entities. Assist with curriculum and program development, research, data collection, planning, and evaluation related to youth development, sports and fitness, aquatics, summer camp, and other areas of recreation programming.

Required/Desired Background:

Ideal for students majoring in recreation/leisure studies, exercise science, human services, education, public administration, communications, or related fields. Strong communication, analytical reasoning, and research skills are essential, as well as knowledge of recreation programming principles and methods. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Office of Communications and Community Affairs

Job Duties:

Assist with organizing media and special events. Monitor local newspapers, television, and radio broadcasts. Write and edit press releases, media advisories, speeches, and marketing publications. Perform background research for Director's remarks. Assist with design of marketing materials and other print materials. Assist in designing and updating the Department's web site. Assist with coordinating community outreach and development activities, including grant writing and research. Specific assignments vary based on each intern's background.

Required/Desired Background:

Ideal for students majoring in communications, journalism, event management, public administration, marketing, graphic design, or related fields. Strong communication, organizational, and problem solving skills are essential, as well as an eye for detail. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Office of Human Resources

Job Duties:

Participates in the Human Resources program by providing assistance in all areas under the purview of the Human Resources Administrator including employee relations, labor relations, position management, and staff development and training. May be responsible for monitoring specific human resource related activities and making recommendations for improvement or modification of processes.

Required/Desired Background:

Ideal for students majoring in human resource management, business administration, or related fields. Strong communication and analytical reasoning skills required. Familiarity with human resource principles, processes, and techniques as well as some demonstrated experience with project management desired.

Office of Technology

Job Duties:

Resolve incoming reports from Department staff related to IT problems. Assist with procurement and installation of computer hardware and software, including establishing network connections. Assist in developing and implementing software solutions. Assist with general short-term and long-term IT planning for Department, including procurement and budgeting issues. Facilitate and engage in ongoing communication and coordination with the District's central Office of the Chief Technology Officer and the Office of Contracts and Procurement.

Required/Desired Background:

Ideal for students majoring in computer information systems or related fields. Experience troubleshooting IT problems, installing and configuring computer hardware and software, and operating MS Windows 2000 and MS Office 2000 required. Must be able to work under time constraints, multi-task, and work effectively independently. MS Windows 2000 and MS Office 2000 professional certification is desired, but not required.

Office of Planning and Design

1) Environmental Engineer/Environmental Planner – Job Duties:

Assist Department in coordinating habitat restoration, streambank improvements, and tree replacement in several large parks, including Heritage and Kingman Islands, Oxon Run Park, and Watts Branch Park. Position involves close and routine coordination with various DC Government and Federal agencies, as well as community outreach.

Required/Desired Background:

Requires a background in environmental engineering, environmental planning, horticulture, GIS mapping, or a related field. Bachelor's degree required. Basic GIS mapping skills desired. Strong communication and analytical reasoning skills required. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

2) Horticulturist/Arborist – Job Duties:

Assist in maintaining the Department's tree inventory. Provide consultation for Maintenance Division staff on tree and agronomy matters. Assist landscape architect with landscaping plans for open space. Facilitate and engage in ongoing communication with relevant government, non-profit, and community groups on tree and agronomy matters.

Required/Desired Background:

Ideal for advanced students with a horticulture/aboreal focus in their studies. Experience using Windows-based software required. Bachelor's degree required. Strong communication and analytical reasoning skills required. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

3) Landscape Architect – Job Duties:

Assist Landscape Architect with all phases of park design projects, from simple site assessments to construction document packaging, playground design, and presentation drawings. Multiple and diverse projects are encountered, offering a wide range of learning opportunities.

Required/Desired Background:

Undergraduate and/or graduate studies in landscape architecture required. Basic and hands-on knowledge of construction techniques required. Strong communication, graphic design, and organizational skills are essential, as well as the ability to work effectively both independently and within a multi-disciplinary team. Must be able to prepare documents by hand. AutoCAD experience is useful, but not required. All applicants must have an interest in landscape design for small urban parks and playgrounds, and be prepared to submit a portfolio if selected for an interview.

Office of Large Parks and Natural Resource Management

Job Duties:

Assist with all areas of large parks administration including partnership-building with community stakeholders, maintenance oversight, outdoor educational programming, and natural resource management planning and implementation. Assist with project management including environmental assessments, planning and design, and capital improvements.

Required/Desired Background:

Ideal for students majoring in parks and recreation management, environmental science, urban planning, or related fields. Strong communication and analytical reasoning skills required. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Office of Capital Projects

Job Duties:

Assist with preliminary project studies and preparation of drawings and designs for capital projects including construction of new recreation centers, swimming pools, and playgrounds, as well as renovations of current recreation and parks facilities. Assist with defining project requirements, developing scopes of work, and monitoring all phases of planning, design, and construction. Assist with all phases of the procurement and contracting process. Assist with obtaining topographical survey data, obtaining street and alley closures, and coordinating efforts with other city agencies as required. Assist with coordinating communication and collaboration among the Department and other planning/design groups and community groups, e.g., Office of Planning, National Capital Planning Commission, Advisory Neighborhood Commissions, etc.

Required/Desired Background:

Architecture background required. Bachelor's degree desired. Must be able to work under time constraints, multi-task, and work effectively independently as well as within a team.

Senior Citizen Recreation Programs

Job Duties:

Assist with all aspects of recreation and leisure programming for seniors, including best practices research and analysis; constituent outreach; special events planning; and program design, coordination, delivery, and evaluation.

Required/Desired Background:

Ideal for students majoring in recreation/leisure studies, geriatrics/gerontology, human services, or related fields. Strong communication and analytical reasoning skills are essential, as well as knowledge of recreation programming principles and methods. Experience with recreation program delivery required. Must be able to multi-task and work effectively independently as well as within a team. Experience with program design, program evaluation, and event planning is useful, but not required. Experience working with senior citizens is desired.

Therapeutic Recreation Programs

Job Duties:

Assist with all aspects of recreation, leisure, and life skills programming for persons with special needs of all ages, including constituent outreach; special events planning; and program design, coordination, delivery, and evaluation. Conduct participant interviews and assessments under supervision. Conduct research related to innovative therapeutic recreation and leisure programs and make recommendations for program enhancements. Interns are supervised by Certified Therapeutic Recreation Specialists.

Required/Desired Background:

Ideal for advanced students majoring in therapeutic recreation, special education, dance/music/art therapy, or related fields. Strong communication and analytical reasoning skills are essential, as well as knowledge of therapeutic recreation programming principles and methods. Some experience with recreation program design and delivery for individuals with special needs required. Must be able to multi-task and work effectively independently as well as within a team.

Youth Development Programs

Job Duties:

Assist with all aspects of recreation, leisure, educational enhancement, and life skills programming for adolescents, including best practices research and analysis; constituent outreach; special events planning; and program design, coordination, delivery, and evaluation. Assist with Department efforts to forge partnerships with other youth serving entities. Assist with developing mechanisms for soliciting youth input related to Department programs, as well as analyzing and using input collected to inform program decisions.

Required/Desired Background:

Ideal for students majoring in recreation/leisure studies, human services, education, psychology, public administration, or related fields. Strong communication and analytical reasoning skills are essential, as well as knowledge of recreation programming principles and methods and youth development. Must be able to multi-task and work effectively independently as well as within a team. Experience with recreation program delivery required.

Environmental Education Programs

Job Duties:

Develop and teach environmental education, science, horticulture, and indoor/outdoor gardening curricula for youth at the Robert F. Lederer Youth Gardens and Environmental Education Center and at local elementary schools. Assist students in gathering information for science projects and teachers in using the Center for class activities. Conduct research related to innovative environmental education programs and make recommendations for program enhancements. Assist with planning and coordinating program logistics, in cooperation with local schools and constituent groups, and conducting related outreach.

Required/Desired Background:

Ideal for students majoring in education, science, horticulture, or related fields. Strong communication and analytical reasoning skills required. Must be able to multi-task and work effectively independently as well as within a team. Some curriculum development and teaching experience desired.

Recreation Center Management

Job Duties:

Assist with all aspects of program delivery in community recreation centers including program design, coordination, delivery, and evaluation; outreach; participant tracking; and data collection and reporting. Assist with coordinating all aspects of recreation center management including staff development and management, budget preparation and financial tracking, procurement, and maintenance.

Required/Desired Background:

Ideal for students majoring in recreation/leisure studies, human services, education, public administration, or related fields. Strong communication and analytical reasoning skills are essential, as well as knowledge of recreation programming principles and methods. Must be able to multi-task and work effectively independently as well as within a team. Experience with recreation program delivery required.